



# North Shore Community College Sustainability Plan



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This Sustainability Plan has been reviewed and approved by Janice Forsstrom, *Vice President, Administration and Finance* on April 15, 2005.

## 1. Agency Information, Impact Identification and Sustainability Team

### 1.1 Agency Description and Scope

North Shore Community College (NSCC) was established in 1965 as the fifth college in a fifteen-member public, comprehensive community college system. Historically, NSCC has been one of the largest colleges in the system operating from campuses in the cities of Lynn, Danvers and Beverly. NSCC serves 26 cities and towns along the coastal region from north metropolitan Boston to Cape Ann. Each semester NSCC delivers post-secondary education to over 7,500 students through more than 100 academic programs of study offered at major campus locations in Lynn and Danvers, as well as at the Corporate and Community Education Center in Beverly.

**Mission:**

“North Shore Community College is a source of hope and opportunity and a regional leader for social and economic change. Blending tradition and innovation, liberal arts and career preparation, intellectual development and cultural and personal growth, we foster a diverse and caring community of learners where all are welcome and each is challenged. We offer lifelong education responsive to changing community needs, a global economy, evolving technology and the shifting roles faced by individuals and institutions. Our greatest contribution to the Commonwealth is the success and achievement of our students.”

NSCC's campuses breakdown as follows:

- The Danvers campus is located on a 66-acre site with two academic buildings totaling 176,000 square feet. The Main building, 106,000 square feet, opened to students in September 2003 and contains general purpose classrooms, computerized classrooms, computer labs, cafeteria, learning resource center, tutorial and testing labs, faculty offices and college administrative offices. The Health Professions building was renovated in 1992/93 to house the college's health professions programs and science labs. This facility accommodates the college's main computer center and the necessary support staff. The modified facility is 70,00 square feet.

- The Lynn campus is located on approximately 13 acres along the Lynnway in an urban environment. The main academic building (Thomas W. McGee), of 160,000 square feet, opened for student use in January 1986. This three story building houses general purpose classrooms, computerized classrooms, computer labs, science labs, library, gym, faculty offices and administrative and support offices. In addition to this facility the site contains a 3,600 square foot, four (4) classroom modular building. The total square footage for this site is 163,600 square feet. In addition, the college leases approximately 16,500 square feet from the MBTA in its facility at Market and Broad Streets, directly across the street from the McGee building for classroom, office and meeting space.
- In Beverly the college leases approximately 14,000 square feet in the Cummings Center to house the Corporate and Community Education Center. The facility consists of general-purpose classrooms and computerized classrooms.

There are 418 employees who support college operations, which includes 134 full-time faculty.

## 1.2 Agency Impacts on the Environment and Human Health

NSCC is a two-year post-secondary institution offering associate degrees and certificates in programs such as, but not limited to, liberal arts, health professions, horticulture/floriculture, culinary arts, cosmetology, computer sciences and business. These programs are offered from various classrooms, and specialty labs, supported by building systems providing heating and cooling, lights, water and sanitary facilities. The operational activities are not only instructional but include facilities maintenance support such as cleaning, painting, lawn/landscape care, snow and ice removal and bus service between campus locations, and vehicles use to deliver supplies and equipment between campuses. All of these activities have an environmental impact.

For fiscal year 2004 the college community consumed the following:

- Electricity: 6,333,001 KWH
- Natural Gas: 115,487 Therms
- Gasoline: 3471 gallons
- Diesel Fuel: 1683 gallons
- Water 264,810 CCF
- Solid Waste Removed: 130 Tons
- Recycling: 28.08 tons of paper; 30 tons of lawn and yard waste

### 1.3 Agency Operational Costs

#### FY04 Operational Data

Topic	FY04 Data	Unit*	\$ Cost	Notes
<b>Building Energy Use</b>				
Electricity	6,333,001	KWh	\$638,932	
Natural Gas	115,487	Therms	\$119,344	
Fuel Oil #2		Gallons	\$	
Fuel Oil #4		Barrels	\$	
Fuel Oil #6		barrels	\$	
<b>Vehicle Fuel Use</b>				
Gasoline	3,471	gallons	\$6,074	
Diesel Fuel	1,683	gallons	\$3,036	
CNG		gallons	\$	
Propane		gallons	\$	
Ethanol		gallons	\$	
Gasohol		gallons	\$	
<b>Water Use</b>				
Water use	264,810	ccf	\$34,115	
<b>Solid Waste and Recycling</b> (see Appendix I for common volume/weight conversions)				
Solid Waste *	130	Tons	\$22,360	
Recycling *		Tons	\$	
Mixed Paper	28.08	Tons	\$1,000	
Mixed Cans & Bottles				
Lawn and Yard Waste	30	Tons	\$900	
Metals				
Batteries				
C&D Waste				
Food Waste				
White Goods				
Other				

### 1.4 Agency Sustainability Team Members

Helen Clements – Comptroller

Scott Hughey – Auxiliary Services

Esther Pearson – Information Systems

Joe Medina – Janitorial Services

John Edwards – Maintenance Services

John Curran – Facilities Management

Richard Passeri – Facilities Management

Rick Reney – Facilities Management

George Neunaber – Facilities Engineer

## 2. Long-Term Goals/Vision

### 2.1 Long-Term Goals

- Incorporate environmental considerations in the colleges operational, financial, and business decisions.
- Extend environmental awareness beyond the college via our students thru the inclusion of environmental awareness and sustainability in our academic programs.

### 3. Short-term Actions and Priorities

#### 3.1 Priority and Areas Goals

**WASTE MANAGEMENT/RECYCLING:** Encourage double-sided printing; start cardboard recycling program; increase number of recycling bins for paper.

**PREVENTATIVE MAINTENANCE/SUSTAINABLE DESIGN:** Continue with CAMIS PM program for regularly scheduled inspection and maintenance of HVAC equipment; encourage sustainable design/LEEDS in future building projects.

**ENERGY EFFICIENCY:** Conduct energy audit at Lynn campus. (DCAM) Investigate energy saving measures.

**DIGITAL & ELECTRONIC TECHNOLOGY:** Initiate digital imaging for records retention. Increase use of web based communications and shared folders as strategies for reducing paper waste and printing.

**EPP/GREENSEAL PROGRAM:** Increase purchases of environmentally preferable products, including goods that:

- Contain recycled materials;
- Minimize waste;
- Conserve energy and/or water;
- Contain fewer toxic materials;
- Conserve natural resources;
- Protect open space; and/or
- Minimize impact to public health.

#### 3.2 Agency Action Steps

See Attached Sustainable Work Plan

### 4. Management Systems and Institutionalization

#### 4.1 Integrating Environmental Impacts into Key Decision Points

- Key decision points for the college would occur during the design phase for new construction as well as renovation of existing facilities. Working with DCAM and our consultants, sustainability factors would be taken into consideration and the use of materials that meet EPP standards would be specified.
- Incorporate EPP criteria into purchasing and procurement procedures.

#### 4.2 Education and Training of Staff

Use existing meeting system i.e. faculty/staff meetings, managers meetings, classified staff steering committee meetings, etc. to update staff on procedures and benefits of using EPP criteria.

#### **4.3 Management Systems**

A formal EMS system is not currently in place. The sustainability team will be the mechanism used to spread the environmental management process throughout the college and ensure that it becomes part of the institutional culture.

### **5. Tracking Progress and Program/Plan Review**

#### **5.1 Agency Tracking and Reporting Form**

Annually, the College Sustainability Coordinator (Director of Facilities) will review sustainability efforts with the appropriate team members, compile data, and report tracking data.

#### **5.2 Continuous Improvement**

The sustainability team will meet twice a year, or as required, to evaluate data and to assess progress in achieving institutional goals and objectives as they apply to the implementation and improvement of the plan.

## Appendix 4 - NSCC Sustainability Work Plan

For Use in Section 3 of the *Agency Plan Template* “Short Term Actions and Priorities” and should be submitted as part of the agency plan.

This worksheet is intended to help agencies develop an action plan to help identify the key sustainable activities the agency wants to address, as well as identify the key staff necessary to ensure program success. The information provided here is for sample purposes only

Sustainable Goal	Benefits	Specific Tasks	Responsible Staff	Timeline
Encourage Two sided printing	<ul style="list-style-type: none"> <li>• Solid waste reduction</li> <li>• Cost savings</li> </ul>	<ul style="list-style-type: none"> <li>• Publicize program for copier users</li> <li>• Implement program in print shop</li> </ul>	<ul style="list-style-type: none"> <li>• Auxiliary Services &amp; IS</li> <li>• Auxiliary Services</li> </ul>	<ul style="list-style-type: none"> <li>• July 2005 and ongoing</li> </ul>
Start Cardboard recycling program	<ul style="list-style-type: none"> <li>• Solid waste reduction</li> <li>• Cost savings</li> </ul>	<ul style="list-style-type: none"> <li>• Develop Plan and specifications</li> <li>• Solicit vendor bids</li> <li>• Begin Program</li> </ul>	<ul style="list-style-type: none"> <li>• Facilities</li> <li>• Auxiliary Services</li> </ul>	<ul style="list-style-type: none"> <li>• July 2005 and ongoing</li> </ul>
Increase current recycling bins/locations	<ul style="list-style-type: none"> <li>• Solid waste reduction</li> <li>• Cost savings</li> </ul>	<ul style="list-style-type: none"> <li>• Place white paper collection bins in all offices – copy centers</li> </ul>	<ul style="list-style-type: none"> <li>• Facilities</li> </ul>	<ul style="list-style-type: none"> <li>• FY 2006</li> </ul>
Initiate use of green products (EPP'S)		<ul style="list-style-type: none"> <li>• Attend EPP Fairs</li> <li>• Stay current thru EPP Up dates</li> </ul>	<ul style="list-style-type: none"> <li>• Facilities</li> <li>• Purchasing</li> <li>• Auxiliary Services</li> </ul>	<ul style="list-style-type: none"> <li>• On Going</li> </ul>
Explore Conversion Lynn Campus from electric heat to gas	Energy Efficiency	<ul style="list-style-type: none"> <li>• Conduct energy audit</li> <li>• Participate in DCAM Energy Performance Study</li> <li>• Review &amp; Assess feasibility of converting campus to gas.</li> </ul>	<ul style="list-style-type: none"> <li>• DCAM</li> <li>• Facilities</li> </ul>	<ul style="list-style-type: none"> <li>• July 2005</li> </ul>

## Appendix 4 (Page 2) - NSCC Sustainability Work Plan

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<b>Sustainable Goal</b>	<b>Benefits</b>	<b>Specific Tasks</b>	<b>Responsible Staff</b>	<b>Timeline</b>
Digital Imaging	<ul style="list-style-type: none"><li>• Solid waste reduction</li><li>• Cost savings</li></ul>	<ul style="list-style-type: none"><li>• Publicize program for users</li><li>• Implement program</li></ul>	<ul style="list-style-type: none"><li>• Information Tech</li><li>• Information Tech</li></ul>	<ul style="list-style-type: none"><li>• July 2005 and ongoing</li></ul>
Shared Drive & Folders	<ul style="list-style-type: none"><li>• Solid waste reduction</li><li>• Cost savings</li></ul>	<ul style="list-style-type: none"><li>• Publicize program for users</li><li>• Implement program</li></ul>	<ul style="list-style-type: none"><li>• Information Tech</li><li>• Information Tech</li></ul>	<ul style="list-style-type: none"><li>• July 2005 and ongoing</li></ul>

